

Garstang Community Primary School

VAF (Vision, Accountability & Finance)

The role of the Governing Body and the way forward.

September 2018 – September 2019

This document has been prepared at an extra meeting of the Governing Body on 20.09.18 (minuted). It charts the progress of the Governing Body in relation to its three core functions. The final 'outcome' column is intended to be completed throughout the year.

- This VAF document sits alongside the GPS spreadsheets which ensure all documents and policies are reviewed annually. Maintenance of individual spreadsheets is delegated to relevant committees. The whole document is available on the school one drive.
- The VAF is included as an item on all committee meetings. The chair of that meeting can then document any outcomes, which will be presented at the main Governing Body meeting.
- Committee Chairs may note any actions for inclusion in 2019/20
- The Chair and Vice Chair of the Governing Body will maintain an overview and ensure all areas are covered.

Mission statement

At Garstang Community Primary School we treasure each and every one of our pupils. We create inspirational learning opportunities in a vibrant, supportive environment in which our pupils grow together and are excited about their future in an ever changing world.

School Improvement Priorities

- To narrow the attainment gap between boys and girls, especially in Reading and Writing, and combined scores to <10%
- To improve the progress measure in Maths at the end of KS2 to 0 or above, through an emphasis on mastery, specifically in problem solving activities and an emphasis on developing girls' maths skills, particularly at higher levels.
- To align, strengthen and improve the accuracy and robustness of teacher assessment in school to seamlessly work alongside termly summative assessment without contributing to teacher workload.
- To achieve identified standards to achieve the Lancashire Healthy Schools Standard Award

Develop Impact statements to note achievements in 2017		<ul style="list-style-type: none"> • Ensure a balance of skills across the GB. • All governors redo skills audit • Identify training opportunities as necessary. 	<p>committee. Clearer which committee is responsible for which spreadsheet, updated at committee meetings and reviewed annually.</p> <p>Impact statements from VAF 4 for 2017 -18 and minuted.</p> <p>Two new governors have been co-opted - an additional staff member bringing the number of staff to 3. Other recruited was a governor with financial experience. The GB is now at full complement. New link governor maintaining spreadsheet of courses governors attended.</p>
<p>Strengthen community links</p> <p>Develop awareness of parents re the role of the governing body.</p>	CC	<ul style="list-style-type: none"> • Ground Design bid (theatre area) – facility to be used by local community. • 50th Birthday celebrations to involve wider community, ex pupils • Explore feasibility of using social media e.g. Facebook. • Continue to develop governor part of website. 	<p>Draft plans shared at H&S committee. School Scape is now going to undertake the work. Governors agreed that the HT and school should decide on the most suitable plan. Hopefully all the work will be completed during the summer break.</p> <p>Regular updates are added to the school Facebook page.</p> <p>Small working Party – Governors, staff, parents. Working party established. Initial meeting 13th Nov discussed – events, timetable, task allocation and steps to be taken before next meeting. Local journalist helping with publicity in the wider community. Fund raising events discussed. Information on Facebook. Very successful Celebration day 1st May. Ex staff, pupils and public invited to school. Painting of School by Chas Jacobs unveiled. Information and history of school exhibited. Children played a major role in the day, activities in class and displays for visitors. The Birthday has also generated funds for the school.</p> <p>Website now fully compliant including governor tab. Impact clear information about governance provided to parents. Vice chair invited to PTA to talk about functions of the GB</p> <p>Considered at CC – discussed manageability and who would have responsibility for updating. RW updating On Line Safety tab.</p> <p>All quiet at the moment as development plans have</p>

		<ul style="list-style-type: none"> Continued awareness of possibility of major housing development and impact on the school 	<p>moved to different areas of Garstang. However the GB is now becoming concerned about the reduction in pupil intake numbers over the past 2 years and the effect this is having on the budget.</p>
--	--	--	--

(VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2018 – 2019 (A)			
Core Function 2: <i>hold the headteacher to account for the educational performance of the school and its pupils;</i>			
Area to develop	Committee	Actions	Outcomes/Impact
Continue the focus on mathematics	SEC	<ul style="list-style-type: none"> Nominate governor with a specific remit regarding 'mastery' to ensure that the momentum is sustained in the light of staff changes. Ensure adequate funding and training for all staff. 	<p>AA taken on governor responsibility for SIP2. Following school visit Alison updated govs on progress at FGB meeting. She is made a visit in the summer term to observe the effects of mastery on attainment and the children's understanding.</p> <p>All staff received training in reasoning. New DH to become a lead in this area. 5 Members of staff also received training in bar modelling. Everyone now has attended a course on mastery. Lack of funding is beginning to affect the training program next year staff will only be funded on courses relating to statutory assessments and school priorities</p>
Specific attention given by GB and searching questions asked relating to the progress of boys given their starting points.	SEC	<ul style="list-style-type: none"> An agenda item on all SEC meetings Effective questions asked to provide in depth understanding to governors. Regular reports to the GB. Comparison GCP boys with Lancashire and national picture. 	<p>Designated governor for SIP2.</p> <p>Report at Sec meeting January on steps being taken and progress towards the SIP. Particular successes so far pupil conferencing, video interaction, boys focus in lesson observations and involvement in FTFCCT Primary league Reading Stars.</p> <p>Targeted training for teachers new to year group also HT specific course on boys' achievement disseminated at staff meeting.</p> <p>School progress measure this year significantly up on last year.</p>
Develop Governor knowledge and understanding of new assessment and tracking systems.	SEC Full	<ul style="list-style-type: none"> Following analysis of internal tracking ensure all pupils make consistent progress throughout the school. 	<p>SIP 3 RW has developed a new assessment system based on non-negotiables in R,W,M for each year group. Impact to reduce workload and to enable greater effective monitoring of groups and individuals.</p>

		<ul style="list-style-type: none"> Following data analysis monitor the effectiveness of intervention groups. 	<p>SEC meeting January RW gave a presentation update on assessment – governors noted the positive impact the new regime was beginning to have in terms of the accuracy and robustness of assessments in a manageable framework. Update at SEC in May RW reported that non-negotiable were clearly having an impact in informing teachers short term lesson planning. It's hoped that this will help provide a basis for non core subjects which will fit into the new Ofsted framework.</p> <p>Separate boy/girl booster groups to be started Jan 2019. The gender grouping has not had as great an impact as expected. Single groups appeared to affect the attitude of some children.</p> <p>Going forward non –negotiables to be embedded next year. Also to be the model for assessing the foundation subjects.</p>
--	--	---	---

(VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2018 – 2019 (F)			
Core Function 3: oversee the <i>financial</i> performance of the school and make sure its money its well spent;			
Area to develop	Committee	Actions	Outcomes/Impact
Reduce cost of utilities:- <ul style="list-style-type: none"> Water Telecommunications Refuse collection 	P/H&S F&R	<ul style="list-style-type: none"> Complete the installation of water usage monitoring equipment (order placed with 3rd party provider) to obtain rapid indication of developing leaks on ageing pipe work. Review communications needs and produce non-technical Customer Statement of Requirements against which suppliers can quote and be compared. In light of recent major price increase by current supplier, obtain quotations for alternative suppliers and change if cost-advantageous. 	<p>Demeter monitoring equipment installed – although leaks will not be identified initially, they will become more apparent over the year. Governors monitoring this as benchmarking shows are water and sewage costs to be high. New phone system installed and working well YR is monitoring use and effectiveness.</p> <p>Change of contract estimated to save school £566 a year</p>
Safeguarding and school security <ul style="list-style-type: none"> Fencing 	P/H&S	<ul style="list-style-type: none"> Complete phase 1 of perimeter fencing and undertake feasibility study of actions for phase 2 	<p>Phase 1 completed September. Immediate impact greater security for children. Rear gate locked during the day.</p>

<ul style="list-style-type: none"> Security 		<ul style="list-style-type: none"> Review policy of having an 'open' site once perimeter fencing complete; decide if it should be closed and secured outside school hours. Develop a 'quick reference guide' for all staff, including supply, to ensure clear understanding of safeguarding arrangements in school vis-a-vis securing of doors throughout school day. 	<p>Back gate locked during the day and the new fencing has been successful in ensuring increased security. Governors revisited the issue of access to the front of the building. This is currently monitored by staff - various options were considered and minuted. This area is to be reviewed by H&S committee in the autumn term. Despite some low level vandalism the school gates will not be locked outside of school hours to enable the community to continue to use the playground and access. An appraisal of the site security to be undertaken to review the current arrangements and consider a full range of options.</p>
<p>Consider financial sustainability in response to dwindling reserves</p>	<p>P/H&S F&R</p>	<ul style="list-style-type: none"> Identification of potential savings <ul style="list-style-type: none"> Utilities (see above) Suppliers of commodities, e.g. paper, cleaning materials, sanitation supplies etc IT services – ensure school receives best value for money from IT support service. Cost effectiveness of staffing levels Benchmarking against other schools. 	<p>SFVS discussed at finance meeting questions answered 'in part' discussed and actions recorded on the form to be submitted. Proposed budget discussed in depth at F&R May meeting. Three year forecast very negative. Governors questioned Head on potential savings – becoming really difficult to cut down anymore than we have. Some small savings identified.</p> <p>Funds from Salix to be accessed enabling the school to replace all lighting to be more energy efficient. Savings will pay off the loan in eight years and then continue. New supplier for internet and there are costs associated with this. PTA to be approached for some funding.</p> <p>New measures agreed a) courses would be limited to those relating to the SIP, b) short term cover (half day) would be provided by TA's. HLTA's would also be asked to cover PPA time. Reduction in generous PPA time for one HLTA to provide some subject leadership time. A restructure of current TA staffing was suggested to establish the role of Learning Mentor. SR identified possible staff and training that would be needed to enable them to fulfil the role.</p> <p>Areas of high expenditure – water, supply staff discussed and appropriate measures identified. Benchmarking also</p>

			showed that in the majority of areas our spending is middle to low further supporting governors views that it's going to be difficult to identify any additional economies we can make.
Continue to identify and explore other funding opportunities	F&R	<ul style="list-style-type: none"> Pursue opportunities for other sources of funding for grounds development, e.g. enhancing the Amphitheatre area to provide more teaching/learning space. 	Grant received work to commence in summer term. YR exploring different options for carrying out work. PTA are now exploring bids which they can make to access additional funding.
	CC	<ul style="list-style-type: none"> Consider sponsored events to raise funds for specific areas. 	Lengthy discussion at Premises, H/S meeting in February to identify longer term plans with dwindling finance. ME prepared detailed Building Maintenance Investment and Improvement Plan – willing to manage planned PROP for school. This would be reduced to zero in our Service level Funding. Priorities for the next 12-18 months were identified from the plan and agreed by the committee. ME produced a plan of works, quotes had been sort. Agreed work to take place over the summer closure. Focus of fundraising this year will be on 50 th anniversary. PTA approached to see what help they are prepared to offer.